



**U.S. DEPARTMENT OF STATE  
BUREAU OF POPULATION, REFUGEES, AND MIGRATION (PRM)**

FY 2021 Notice of Funding Opportunity for Innovation in Child Protection:  
Intersectoral Approaches for Child Well-being.

**Funding Opportunity Number: SFOP0007652**

**Assistance Listings (CFDA) number:** 19.522 - Overseas Refugee Assistance  
Programs for Strategic Global Priorities

**Announcement issuance date: Wednesday, February 17, 2021**

**Announcement type:** Cooperative Agreement

**Proposal submission deadline:** Wednesday, April 14, 2021 at 11:59:59 p.m.  
(23:59:59) EDT. **We are unable to consider proposals submitted after this deadline.**

**Anticipated timeframe to award for selected proposals:** Pending the availability of funds, PRM anticipates, but makes no guarantee, that awards will be made less than **5** months from the proposal submission deadline.

**ADVISORY:** All applicants must submit concept notes through the website Grants.gov. PRM strongly recommends submitting your concept note early to allow time to address any technical difficulties that may arise on the Grants.gov website.

If you are new to PRM funding, the Grants.gov registration process can be complicated. We urge you to refer to PRM's General NGO Guidelines "Application Process" section for information and resources to help ensure that the application process runs smoothly. PRM also strongly encourages organizations that have received funding from PRM in the past to read this section as a refresher.

PRM strongly recommends proposals be submitted in Adobe PDF, as Microsoft Word documents may sometimes produce different page lengths based on software versions and configurations. Do not include a cover page, page limits are strictly adhered to, and exceeding the page length limits will result in disqualification. All documents must be in English.

Organizations can request copies of all PRM-recommended templates and NGO guidelines, by emailing PRM's NGO Coordinator with only the phrase PRM NGO Templates (exactly as written in bold) in the subject line, to [PRMNGOCoordinator@state.gov](mailto:PRMNGOCoordinator@state.gov). Organizations will receive an automated email reply containing the templates.

**COVID-19:** PRM recognizes the difficult circumstances under which organizations are currently operating as a result of the COVID-19 pandemic and will take them into consideration in application package reviews. To the extent possible, organizations should address how COVID-19 and resulting risks, restrictions and limitations will factor into their designated programs and attempt to ensure that proposed indicators and activities can be implemented under the challenging circumstances created by the COVID-19 response.

---

## **Full Text of Notice of Funding Opportunity**

### **1. Program Description**

This announcement is designed to accompany PRM's [General NGO Guidelines](#) which contain additional information on PRM's priorities and NGO funding strategy with which selected organizations must comply. Please use both the [General NGO Guidelines](#) and this announcement to ensure that your submission is in full compliance with PRM requirements and that the proposed activities are in line with PRM's priorities. Submissions that do not reflect the requirements outlined in these guidelines will not be considered.

- A. Current Funding Priorities:** COVID-19 has led to an unprecedented increase in risk factors of harm for refugee and conflict affected children. Widespread poverty, school closures, increased health and psychosocial distress, and xenophobia, among other factors, are known risk factors for several child protection issues, including child labor, early marriage, separation, and violence against children. COVID-19 mitigation measures have significantly disrupted social protection systems, putting millions of children, and especially refugees who already faced increased marginalization, at greater risk of violence, exploitation, abuse, and neglect. These circumstances coupled with dwindling resources due to economic contraction, makes it necessary for the child protection sector to identify innovative solutions to prevent and respond to child protection issues through intersectoral interventions. The child protection community of practice has developed numerous resources demonstrating the need for increased intersectoral responses for children, where children are placed at the center and all interventions consider opportunities to promote child well-being through prevention and identification of those in need of services.

However, gaps remain in translating this guidance to action in the field. (Note: An intersectoral activity is one that incorporates child protection into other sector interventions). The COVID-19 pandemic has further highlighted the urgency in ensuring that global technical resources reach stakeholders in the field, including local actors, and best practices and standards are institutionalized across organizations and contextualized in different settings.

- B.** Because of PRM's mandate to provide protection, assistance, and sustainable solutions for refugees and victims of conflict, PRM will consider funding only those programs that include a target beneficiary base of at least 50 percent refugees.
- C. Program area:** Proposals must align with the following program area:
  - i. Humanitarian Protection and Assistance
- D. Program Sectors:** Proposals must focus on the following programmatic sector (see PRM's [General NGO Guidelines](#) for sector descriptions):
  - i. Child protection
- E.** Organizations may submit a maximum of one application. Any subsequent submissions received will be disqualified.
- F. Provisions**
  - i. Innovation in Child Protection:**
    - a. General Guidance:** PRM seeks proposals that utilize innovative approaches to improve the humanitarian response and enhance children's well-being and healthy development through intersectoral interventions. PRM will prioritize proposals that identify new opportunities to improve the humanitarian response to ensure the centrality of child protection and child well-being. PRM seeks proposals that utilize global technical guidance and builds local and organizational capacity to implement intersectoral responses, especially guidance from the Alliance for Child Protection in Humanitarian Action on child well-being. PRM will only select proposals that can demonstrate global impact, for example through supporting capacity building across regions or testing new approaches in diverse locations to generate new evidence. PRM will not consider proposals that focus specifically on child protection services, rather PRM seeks proposals that contribute to the global community of practice by demonstrating new ways to promote child protection through other sectoral interventions.

## **Federal Award Information**

- A. Proposed program start dates:** September, 1, 2021
- B. Duration of Activity:** Program plans for one year will be considered.
- C. Period of Performance:** Programs period of performance of up to 12 months will be considered.
- D. Funding Limits:** Program proposals must not be less than the funding floor and not more than the funding ceiling **per year** or they will be disqualified.
  - a. Funding floor per award (lowest \$\$ value):** \$500,000
  - b. Funding ceiling per award (highest \$\$ value):** \$1,000,000
- E. Anticipated Number of Awards:** PRM anticipates, but makes no guarantee, to fund as many as two awards through this announcement.
- F. Anticipated Amount to be Awarded Total:** PRM anticipates, but makes no guarantee, to award up to approximately \$1,000,000 total through this announcement.

## **2. Eligibility Information**

- A. Eligible Applicants:** (1) Nonprofits having a 501(c)(3) status with IRS, other than institutions of higher education (U.S.-based NGOs must be able to demonstrate proof of non-profit tax status); (2) Nonprofits without 501(c)(3) status with IRS, other than institutions of higher education (overseas-based NGOs must be able to demonstrate proof of registration in country of domicile); and (3) International Organizations. International multilateral organizations, such as United Nations agencies, should not submit proposals through Grants.gov in response to this Notice of Funding Opportunity. Multilateral organizations that are seeking funding for programs relevant to this announcement should contact the PRM Program Officer (as listed below) on or before the closing date of the funding announcement.

- B. Cost Sharing or Matching:** Cost sharing, matching, or cost participation is not a requirement of an application in response to this funding announcement, but is strongly encouraged.

Proposals will be considered that describe the sources and amounts of additional funding that may be utilized to compliment PRM funding, and meet the following criteria;

- Are not paid by the Federal Government under another Federal award;
- Are verifiable from the non-Federal entity's records;
- Are not included as contributions for any other Federal award; and
- Are necessary and reasonable for accomplishment of project or program objectives.

Please include this information in the Budget Summary, Budget Detail, and Budget Narrative of the proposal, and separated from the PRM share of the proposed budget.

(Note: Though favorably looked upon, such will not result in a competitive ranking increase when evaluated.)

### **3. Other**

- A.** Proposals must have a concrete implementation plan with well-conceived objectives and indicators that are specific, measurable, achievable, relevant and reliable, time-bound, and trackable (SMART), have established baselines, and include at least one outcome or impact indicator per objective; objectives should be clearly linked to the sectors.
- B.** Proposals must adhere to relevant international standards for humanitarian assistance. See PRM's [General NGO Guidelines](#) for a complete list of sector-specific standards including guidance on proposals for programs in urban areas.
- C.** PRM strongly encourages programs that target the needs of vulnerable and underserved groups among the beneficiary population (such groups may include: women; children; adolescents; lesbian, gay, bisexual, transgender, or intersex (LGBTQI+) individuals; older persons; the sick; persons with disabilities; and members of minority communities) and can demonstrate what steps have been

taken to meet the specific and unique protection and assistance needs of these vulnerable groups effectively.

- D.** PRM will accept proposals from any NGO working in the above mentioned sectors although, given budgetary constraints, priority will be given to proposals from organizations that can demonstrate:
- a working relationship with UNHCR;
  - a proven track record in providing proposed assistance both in the sector and specified location;
  - evidence of coordination with international organizations (IOs) and other NGOs working in the same area or sector as well as – where possible – local authorities;
  - an emphasis on the outcome or impact of program activities;
  - a strong sustainability plan, involving local capacity building, where feasible;
  - where applicable, adherence to PRM’s Principles for Refugee Protection in Urban Areas;
  - an understanding of and sensitivity to conflict dynamics in the program location.

#### **4. Application and Submission Instructions**

- A. Address to Request Application Package:** Application packages may be downloaded from the website [www.Grants.gov](http://www.Grants.gov).
- B. Consortia:** Organizations may apply to this call as part of a consortia; however, for consortia, one organization must be designated as the lead applicant. For purposes of consortia applying for PRM funding, PRM considers consortium to be a group of no less than three NGOs that comprise an agreement, combination, or group formed to undertake, or propose to undertake, an assistance activity beyond the resources of any one member. PRM may request to review and approve of substantive provisions of proposed sub-awards. Applicants may form consortia in order to bring together organizations with varied expertise to propose a comprehensive program in one proposal.

Submissions by organizations as part of a consortium do not count toward an organization's individual submission limit. A description of how the consortia will be organized and how lines of authority and decision-making will be managed across all team members and between the lead applicant and associate awardees should be included in the proposal.

- C. Content and Form of Application:** Organizations may submit **one** proposal only. Any subsequent submissions received will be disqualified. PRM strongly recommends using the proposal and budget templates that are available upon email request from [PRM's NGO Coordinator](#). Organizations should request copies of all PRM-recommended templates and NGO guidelines, by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to [PRMNGOCoordinator@state.gov](mailto:PRMNGOCoordinator@state.gov). Organizations will receive an automated email reply containing the templates.

### **Single-Year Proposals:**

- **Single-year program proposal page limits:** Single-year proposals using PRM's templates must not exceed 15 pages in length (Times New Roman 12 point font, one inch margins on all sides). If the applicant does not use PRM's recommended templates, proposals must not exceed 10 pages in length. Organizations may choose to attach work plans, activity calendars, and/or logical frameworks as addendums/appendices to the proposal, but are not required to do so. These attachments do not count toward the page limit total; however, annexes cannot be relied upon as a key source of program information. The proposal narrative must be able to stand on its own in the application process. For multi-year funding application instructions, see section (e) below. Proposals exceeding the page limit will not be considered.
  - PRM strongly recommends application packages be submitted in Adobe PDF, as Microsoft Word documents may sometimes produce different page lengths based on software versions and configurations.
  - Exceeding page length limits, including through the inclusion of cover pages, will result in disqualification.
  - All documents must be in English.
- i. To be considered for PRM funding, organizations must submit a complete application package, including:

- a. Proposal narrative including objectives and indicators for each year of the program period, not exceeding the page limits above. PRM now requires a specific outcome indicator to be included in each program application. Please see NGO Guidelines for more details.
- b. Budget summary
  - **disaggregated by year and for each year** of the program period (for multi-year proposals).
- c. Budget detail of the program period.
  - of the program period.
  - Include total costs by objective,
  - Total costs divided by country (if applicable)
  - Organizations can request both Budget Summary and separate Budget Detail templates as well as others by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to [PRMNGOCordinator@state.gov](mailto:PRMNGOCordinator@state.gov). Organizations will receive an automated email reply containing the templates.
- d. Budget narrative of the program period.
- e. Completed SF-424, SF-424A, and SF-424B forms. PRM requires that Box 21 of the SF-424 be checked.
  - Form SF-424B is now required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications. The SF-424 family forms are available for download on Grants.gov.
- f. Information in support of any cost-sharing/cost-matching arrangements, if applicable.
- g. Information detailing the source of any in-kind contributions, if applicable.

- h. Details on any sub-agreements associated with the program including the budget detail (must be part of the budget submission as noted above), if applicable.
- i. Risk Analysis (separate from proposal narrative and from the security plan).
- j. Protection from Sexual Exploitation and Abuse (PSEA) Code of Conduct
  - o Consistent with the 2019 6 IASC Principles and that there is a country or regional implementation plan specific to the country or region, if applicable, of the application. (See NGO Guidelines for more details).
- k. Security Plan.
- l. Accountability to Affected Populations (AAP) Framework
  - o The AAP section of a NOFO proposal narrative is specific to the program being proposed, and is distinct from the organization-level AAP framework requirement listed here, which is a separate document.
- m. Key Personnel for award applicant and sub-recipient(s)
  - o Applicants must furnish names, titles, and brief biographical information on the education and experience of key personnel in implementing the program and key supervisory personnel; (i.e., the members of the professional staff in a program supervisory position engaged for or assigned to duties under the award). Résumés of key personnel must be provided in an annex (or provided for approval prior to hiring).
  - o **A Market Analysis and a Beneficiary Competency/Capacity Assessment for all proposals that include at least one livelihoods sector objective (or will be disqualified).** Please see the [General NGO Guidelines for more details.](#)
- n. Most recent Negotiated Indirect Cost Rate Agreement (NICRA), if applicable, or a *de minimis* rate calculation of Modified Total Direct Costs (MTDC) if the applicant is eligible and elects to use the *de minimis* rate.
- o. Most recent external audit report is required prior to issuance of an award, if proposal is chosen for implementation
  - o
- ii. Additionally, organizations must submit the following documents as part of their proposal package, if applicable:

- a. In order to be considered a competitive proposal, the proposal narrative and budget detail should include the following information:
- Focus on outcome or impact indicators as much as possible. At a minimum, each objective should have one outcome or impact indicator. Wherever possible, baselines should be established before the start of the program.
  - Include specific information on locations of programs and beneficiaries (GPS coordinates highly recommended) to increase PRM's ability to track the impact of PRM funding.
  - Outline how the NGO will acknowledge PRM funding. If an organization believes that publicly acknowledging the receipt of USG funding for a particular PRM-funded program could potentially endanger the lives of the beneficiaries and/or the organization staff, invite suspicion about the organization's motives, or alienate the organization from the population it is trying to help, it must provide a brief explanation in its proposal as to why it should be exempted from this requirement.
  - PRM expects each proposal, regardless of sector, to demonstrate protection mainstreaming, including by identifying potential protection risks associated with the program and how they will be mitigated. Assistance activities should mainstream protection by analyzing the protection risks in relation to each specific programming sector. An analysis of the risks should inform how assistance is designed to minimize them and maximize protection of beneficiaries. Applicants may introduce gender-specific risks in this section but provide a full analysis in the gender analysis.
  - PRM partners must complete a gender analysis in the proposal narrative that briefly explains (1) experiences of men, women, boys, and girls with a focus on the different familial roles, community privileges, and gender dynamics within the target population; (2) associated risks and threats experienced by women, girls, and other vulnerable populations based on their gender; (3) power imbalances and needs that arise based on gender inequalities that exist within the family or community; and (4) proposed responses that will address the above and mitigate any gender differences in access, participation, or decision-making that may be experienced by at-risk groups, particularly women and girls. The gender analysis should aim to specify and target specific at-risk sub-populations of women and girls, such as women and girl heads of households, out-of-school girls, women

and girls with disabilities, women and girl survivors of violence, married girls, adolescent mothers, as well as people who identify as lesbian, gay, bisexual, transgender, queer or intersex (LGBTQI+), and those who are often unaware of and excluded from programs and services and who may be the hardest to reach based on their gender.

- The budget should include a specific breakdown of funds being provided by UNHCR, other USG agencies, other donors, and your own organization.
- Applicants whose proposals address gender-based violence (GBV) through their programs must estimate the total cost of these activities as a separate line item in their proposed budgets (see PRM’s budget template). Proposals and budgets must include details of any sub-agreements associated with the programs.
- For consortia only, a description of how the partnership will be organized and how lines of authority and decision-making will be managed across all team members and between the lead applicant and associate awardees should be included in the proposal.

**D. Dun and Bradstreet Data Universal Numbering System (DUNS) Number and System for Award Management (SAM)**

- i. Each applicant is required to:
  - a. be registered in SAM at ([www.sam.gov](http://www.sam.gov)) before submitting its application;
  - b. provide a valid DUNS number in its application; and
  - c. continue to maintain an active SAM registration with current information at all times during which it has an active PRM award or an application or plan under consideration by PRM.
- ii. No federal award may be made to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the PRM award is ready to be made, PRM may determine that the applicant is not qualified to receive a PRM award and use that determination as a basis for making a PRM award to another applicant.

**E. Applications must be submitted via Grants.gov.** Grants.gov registration requires a DUNS number and active SAM.gov registration. If you are new to PRM funding, the Grants.gov registration process can be complicated. We urge you to refer to PRM’s [General NGO Guidelines](#) “Application Process” section for

information and resources to help ensure that the application process runs smoothly. PRM also strongly encourages organizations that have received funding from PRM in the past to read this section as a refresher. Applicants may also refer to the “[For Applicants](#)” page on Grants.gov for complete details on requirements.

- i. **Do not wait until the deadline to attempt to submit your application on Grants.gov.** Organizations not registered with Grants.gov should register well in advance of the deadline as it can take several weeks to finalize registration (sometimes longer for non-U.S. based NGOs to receive required registration numbers). We also recommend that organizations, particularly first-time applicants, submit applications via Grants.gov no later than one week before the deadline to avoid last-minute technical difficulties that could result in an application not being considered. PRM has extremely limited ability to correct or facilitate rapid resolution to technical difficulties associated with Grants.gov, SAM.gov or DUNS number issues. **PRM partners must maintain an active SAM.gov registration with current and correct information at all times during which they have an active federal award or an application under consideration by PRM or any federal agency.**
- ii. When registering with [Grants.gov](#), organizations must designate points of contact and Authorized Organization Representatives (AORs). Organizations based outside the United States must also request and receive an [NCAGE](#) (<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>) code prior to registering with [SAM.gov](#). **Applicants experiencing technical difficulties with the SAM.gov registration process should contact the Federal Service Desk (FSD) online or at 1-866-606-8220 (U.S.) and 1-334-206-7828 (International).**
- iii. **Applications must be submitted under the authority of the Authorized Organization Representative at the applicant organization.** Having proposals submitted by agency headquarters helps to avoid possible technical problems.
- iv. **If you encounter technical difficulties with Grants.gov please contact the Grants.gov Help Desk at [support@grants.gov](mailto:support@grants.gov) or by calling 1-800-518-4726.**
- v. Applicants who are unable to submit applications via Grants.gov due to Grants.gov technical difficulties and;
  - who have reported the problem to the Grants.gov help desk;
    - received a case number;

- have completed DUNS and SAM.gov registrations
- and had a documented service request opened to research the problem;

may contact the relevant PRM Program Officer **before the submission deadline** to determine whether an alternative method of submission is appropriate. PRM makes no guarantee to accept an application outside of the grants.gov system.

- F.** It is the responsibility of each applicant to ensure the appropriate registrations are in place and active. Failure to have the appropriate organizational registrations in place or are experiencing issues resulting from discrepancies across registration platforms is not considered a technical difficulty and is not justification for an alternate means of submission.
- G.** In accordance with 2 CFR §200.113, Mandatory disclosures, the non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)
- H. Submission Dates and Times**
- **Announcement issuance date: Wednesday, February 17, 2021**
  - **Proposal submission deadline: Wednesday, April 14 at 11:59:59 p.m. (23:59:59)ET.** Applications submitted after this deadline will not be considered.
- I. Intergovernmental Review: Not Applicable.**
- J. Funding Restrictions:** Federal awards will not allow reimbursement of Federal Award costs without prior authorization by PRM.
- K. Other Submission Requirements**

i. **Branding and Marking Strategy**

**The following provisions will be included whenever assistance is awarded:**

The following provisions will be included whenever assistance is awarded:

The Recipient shall recognize the United States Government's funding for activities specified under this award at the project site with a graphic of the U.S. flag accompanied by one of the following two phrases based on the level of funding for the award:

- Fully funded by the award: "Gift of the United States Government"
- Partially funded by the award: "Funding provided by the United States Government"

PRM highly encourages recognition of U.S. Government funding on social media and website platforms to be included in proposals branding and marking strategy. Recipients should tag PRM's Twitter account @StatePRM and/or Facebook account @State.PRM (rather than using hashtags). Additionally, the applicable U.S. Embassy should be tagged as well.

**Updates of actions taken to fulfill this requirement must be included in quarterly program reports to PRM.**

All programs, projects, assistance, activities, and public communications to foreign audiences, partially or fully funded by the Department, must be marked appropriately overseas with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. The requirement does not apply to the Recipient's own corporate communications or in the United States.

The Recipient must appropriately ensure that all publicity and promotional materials underscore the sponsorship by or partnership with the U.S. Government or the U.S. Embassy. The Recipient may continue to use existing logos or project materials; however, a standard rectangular U.S. flag must be used in conjunction with such logos.

**Do not use the Department of State seal without the express written approval from PRM.**

Sub non-Federal entities (sub-awardees) and subsequent tier sub-award agreements are subject to the marking requirements and the non-Federal entity

shall include a provision in the sub non-Federal entity agreement indicating that the standard, rectangular U.S. flag is a requirement.

Exemptions from this requirement may be allowable but must be agreed to in writing by the Grants Officer. (Note: An exemption refers to the complete or partial cessation of branding, not use of alternative branding). Requests should be initiated with the Grants Officer and Grants Officer Representative. Waivers issued are applied only to the exemptions requested through the Recipient's proposal for funding and any subsequent negotiated revisions.

In the event the non-Federal entity does not comply with the marking requirements as established in the approved assistance agreement, the Grants Officer Representative and the Grants Officer must initiate corrective action with the non-Federal entity.

- ii. **PRM Standardized Indicators:** In an effort to streamline the proposal writing/reviewing process and better measure the impact of the Bureau's work, PRM requires the use of standardized indicators for programs in the protection, child protection, health, mental health and psychosocial support, WASH, nutrition and food security, education, livelihoods, and shelter sectors, as well as programs that include local government capacity-building and core relief items (non-food items). Applicants must fill in numerical and/or percentage targets for each indicator. Sphere standards should be used as targets, unless otherwise noted. Proposals must include at least one standardized indicator per sector, as applicable. Please refer to PRM's General NGO Guidelines for a complete list of all standardized indicators that may be included.

## **5. Application Review Information**

- A. **Criteria:** Eligible submissions will be those that comply with the criteria and requirements included in this announcement. In addition, the review panel will evaluate the proposals based on the following criteria:
- Gap/Analysis (5)
  - Profile of Target Population (5)
  - Program Description/3a Gender Analysis (20)
  - Objectives & Indicators (10)
  - Monitoring & Evaluation Plan (10)
  - Risk Management (10)
  - Accountability to Affected Populations (5)

- (Note: The AAP section of a NOFO proposal narrative is specific to the program being proposed, is the criterion listed above being evaluated, and is distinct from the organization-level AAP framework requirement, which is a separate document.)
- Coordination (5)
- Sustainability and Capacity-Building (5)
- Management and Past Performance (10)
- Budget/Budget Narrative (15 points)

PRM will conduct a formal competitive review of all proposals submitted in response to this funding announcement. A review panel of at least three people will evaluate submissions based on the above-referenced programmatic criteria and PRM priorities in the context of available funding. Examples of PRM scorecards can be found in Appendix H of the NGO Guidelines.

Department of State review panels may provide conditions and recommendations on applications to enhance the proposed program, which must be addressed by the applicant before further consideration of the award. To ensure effective use of limited PRM funds, conditions or recommendations may include requests to increase, decrease, clarify, and/or justify costs and program activities.

## **6. Federal Award Administration Information**

- A. Federal Award Administration.** A successful applicant can expect to receive a separate notice from PRM stating that an application has been selected before PRM actually makes the federal award. That notice is not an authorization to begin performance. Only the notice of award signed by the Grants Officer is the authorizing document. Unsuccessful applicants will be notified following completion of the selection and award process.
- B. Administrative and National Policy Requirements.** PRM awards are made consistent with the following provisions in the following order of precedence: (a) applicable laws and statutes of the United States, including any specific legislative provisions mandated in the statutory authority for the award; (b) Code of Federal Regulations (CFR); (c) Department of State Standard Terms and Conditions of the award; (d) the award's specific requirements; and (e) other documents and attachments to the award.
- C. Reporting:** Successful applicants will be required to submit:

- i. **Program Reports:** PRM requires program reports describing and analyzing the results of activities undertaken during the validity period of the agreement. A program report is required within thirty (30) days following the end of each three month period of performance during the validity period of the agreement. The final program report is due ninety (90) days following the end of the agreement. The submission dates for program reports will be written into the cooperative agreement. Partners receiving multi-year awards should follow this same reporting schedule and should still submit a final program report at the end of each year that summarizes the NGO's performance during the previous year.

The Bureau suggests that NGOs receiving PRM funding use the PRM recommended quarterly program report template (also used for final reports). The suggested PRM NGO reporting template is designed to ease the reporting requirements while ensuring that all required elements are addressed. The Quarterly Program Report Template can be requested by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.

- ii. **Financial Reports:** Financial reports are required within thirty (30) days following the end of each calendar year quarter during the validity period of the agreement (January 30th, April 30th, July 30th, October 30th). The final financial report covering the entire period of the agreement is required within ninety (90) days after the expiration date of the agreement. For agreements containing indirect costs, final financial reports are due within sixty (60) days of the finalization of the applicable negotiated indirect cost rate agreement (NICRA).

Reports reflecting expenditures for the recipient's overseas and United States offices should be completed in accordance with the Federal Financial Report (FFR SF-425) and submitted electronically in the Department of Health and Human Services' Payment Management System (HHS/PMS) and in accordance with other award specific requirements. Detailed information pertaining to the Federal Financial Report including due dates, instruction manuals and access forms, is provided on the [HHS/PMS website](#).

- iii. **Audit Reports:** When a recipient-contracted audit is not required because the Federal award amount is less than the \$750,000 threshold, the Department may determine that an audit must be performed and the audit report must be submitted to the responsible grants office(r) for review, dissemination, and resolution as appropriate. The cost of audits required under this policy may be

charged either as an allowable direct cost to the award, or included in the organizations established indirect costs in the award's detailed budget.

## **7. PRM Contacts**

- A. Applicants with technical questions related to this announcement should contact the PRM staff listed below prior to submission. Please note that responses to technical questions from PRM do not indicate a commitment to fund the program discussed.
- **PRM Program Officer:** Kelly Loewer, [Loewerkm@state.gov](mailto:Loewerkm@state.gov), Washington, D.C.

**Disclaimer:** External websites linked above may not be supported or accessible by all web browsers. If you are unable to link to a referenced website, please try using a different browser or update to a more recent one. If you continue to experience difficulties to reach external resources, please contact [PRM's NGO Coordinator](#).